



The Center for Empowerment and Education (CEE) formerly the Women’s Center of Greater Danbury, is a growing nonprofit organization with a vision to create safer communities free from interpersonal violence for all individuals in Northern Fairfield and Southern Litchfield Counties.

As a part of the CEE team, you will help empower individuals to find their voice and choose their path towards healing as they rebuild their lives from interpersonal violence while creating safer communities. Since our founding in 1975, CEE has been a safe haven as the sole provider of services to victims of domestic and sexual violence in the Northern Fairfield and Southern Litchfield County areas. Our mission is to break the cycle of interpersonal violence through empowerment, education and support services utilizing inclusive, trauma-informed, and client-centered practices for all individuals in the community. Each year, CEE serves over 30,000 individuals from our area communities. Our no cost and confidential services are available 24 hours a day, 7 days a week, and 365 days a year. CEE’s key focus areas include emergency shelter and support services, counseling and advocacy, crisis intervention, community education, primary prevention, and training.

Title: Crisis Navigator

Job Summary: The primary role of the Crisis Navigator is to triage cases and provide support, advocacy, safety planning, counseling, and educational services to individuals who come to The Center for Empowerment and Education (CEE) through domestic violence, sexual assault and resource services programs. This position is to be carried out while empowering victims with respect to their safety and their right to self-determination.

Specific Job Functions:

Direct services to non-sheltered and sheltered victims and survivors:

- Provide intake and advocacy to all of CEE clients and LAP clients;
- Triage clients that walk in, call or are referred through the community (MDT, hospital, police, court, DCF, etc.);
- Provide linkage to emergency shelter if appropriate;
- Advocate with outside systems regarding clients’ needs;
- Provide trauma-informed counseling and advocacy to victims of domestic violence, sexual abuse, trafficking, and other life crises;
- Assist clients in developing safety plans which address clients’ particular situations, including safety planning for leaving, for staying and for long-range planning;
- Assist parents in developing safety plans which include their children;
- Provide hotline/backup coverage some days, nights and weekends;
- Coordinate support and advocacy with Family Violence Victim Advocates at Danbury Superior Court and Police Department;
- Provide clients with information and referrals to resources outside the domestic and sexual violence program;
- Provide OVS SAVIN Victim Compensation information and assistance in filing compensation forms to clients;
- Advocacy including but not limited to the following: children’s services and advocacy, legal system advocacy, medical advocacy, substance abuse advocacy, behavioral health advocacy, housing advocacy, law enforcement accompaniment, hospital accompaniment, and all other social service advocacy;
- Coordinate transportation to meet emergency needs and all case management goals;
- Provide educational information to clients about domestic and sexual violence and other appropriate resources;
- Provide to adult clients a state and local listing of available resources, such as health clinics, mental health services, housing information, public transportation, legal resources, immigration referrals, food and clothing, welfare offices, local school information, youth services, child care, job training and employment opportunities;
- Distribute and collect client survey for each client receiving services;



- Other duties deemed necessary.

Administration:

- Maintain in compliance with Connecticut statutes: C.G.S.52-146 including but not limited to: Privilege: C.G.S. 52-146K; Confidential Communication: C.G.S. 52-146(B) & C.G.S.52-146(F), C.G.S.52-146k(e); and Confidential Record Keeping: C.G.S.52-146 (i);
- Build effective, collaborative, cooperative, positive working relationships with colleagues and other community partners, and actively participate in CEE's daily operations;
- Take initiative and/or independent action to ensure work responsibilities are carried out completely;
- Obtain information and identify key issues relevant to long-term strategic planning for prevention of domestic violence and increased victim safety;
- Engage in trainings to enhance skills in understanding various therapeutic modalities;
- Participate in CEE staff meetings, trainings, events, programs, and initiatives;
- Maintain client files and make sure statistical information on services is complete; maintain client documentation in EmpowerDB per agency contractual requirements.
- Maintain complete monthly and quarterly reports according to CCADV and The Alliance contracts and comply with other responsibilities as specifically required under the CCADV and Alliance sub-contract standards;
- Think expansively by combining ideas in a unique way or making connections between disparate ideas and exploring different views from multiple perspectives;
- Travel as required.

Qualifications:

- Associate degree in social service or related field and matriculating in an undergraduate program; or commensurate experience
- Fluent Spanish and/or Portuguese and proficient in writing is preferred but not required;
- Comprehensive working knowledge of the dynamics of domestic violence and sexual assault;
- Comprehensive working knowledge of Safety Planning/Client Defined Advocacy as it relates to domestic violence and sexual assault victims and the development of a plan for their safety;
- Basic crisis intervention and counseling skills, group facilitation skills;
- Knowledge of community resources;
- Effective oral and written communication skills;
- Ability to maintain service records, complete accurate statistical and narrative reports and submit them in a timely fashion in accordance with CCADV and The Alliance Program Standards;
- Ability to gather information from and assist a diversity of victims;
- Ability to develop effective written educational materials regarding domestic violence issues and available resources;
- Maintain certification with no less than ten (10) hours of in services annually, in issues related to domestic and sexual violence and advocate job enhancement skills;
- Ability to work as an individual as well as a team member;
- Strong organizational and interpersonal skills;
- Ability to be flexible and juggle multiple demands;
- Reliable transportation, valid driver's license and functioning cell phone required.

Supervision: Supervision will be provided to the Crisis Navigator by the Manager of Crisis and Advocacy. The supervisor will oversee the work of the Crisis Navigator; sign program reports; conduct verbal and written evaluations as needed and on an annual basis. Additional assistance will be provided at regular meetings facilitated by CEE, CCADV, The Alliance, and through training programs and materials.



Accountability: Manager of Crisis and Advocacy

Hours of work: 35 hours per week

Classification: Full-Time, Non-Exempt

Our Commitment to Fair Pay

At CEE, we are committed to fair, transparent pay and strive to provide competitive, market-informed compensation in the nonprofit sector. The target salary range for this position is \$22.00 to \$25.00 per hour. It is anticipated that most qualified candidates will fall near the middle of this range. The candidate's particular combination of knowledge, skills, competencies, and experience will inform compensation for the successful candidate.

Our Commitment to Diversity, Equity, and Inclusion

At The Center for Empowerment and Education (CEE), diversity, equity, and inclusion are at the core of what we do and who we are. We empower our clients and our employees to celebrate and embrace diversity. We can grow and learn better with a diverse team of employees. CEE is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

Please send a resume and cover letter to Abilene Riberio, Director of Client Support Services by April 30, 2024, at abby.r@thecenterct.org to be considered for the role.